TABLE OF CONTENTS

General Information Letter - TAB A

100 APPLICATIONS - TAB B

Important Notice - The New Senior Member

GP 12 FL 101 - Senior Membership Checklist.

GP 12 Form 101-3 - Sample Fingerprint Card.

GP 12 Form 101-4 - Fingerprint screening and more fingerprint tips.

GP FL12 FL 103 - Senior Member Handbook

Important Notice - The New Cadet Member

GP 12 FL 102 - Cadet Membership Application Checklist.

200 ORIENTATION - TAB C

GP 12 FL 201 - Senior Member Level I Orientation and In-processing Checklist.

GP 12 FL 202 - Level I Instructor Letter.

300 AWARDS - TAB D

- GP 12 Form 301 Senior Member Recruiting Register (Basic Ribbon).
- GP 12 Form 302 Senior Member recruiting Register (Ribbon Clasp).
- GP 12 Form 303 Cadet Recruiting Register (Basic Ribbon).
- GP 12 Form 304 Cadet Recruiting Register (Ribbon Clasp).
- GP 12 Form 305 Red Service Ribbon.
- GP 12 Form 306 Counternarcotice Ribbon.
- GP 12 Form 307 Disaster Relief Ribbon.
- GP 12 Form 308 Air Search and Rescue Ribbon.

400 BOARDS, COMMITTEES 7 OTHER APPOINTMENTS - TAB E

- GP 12 FL 401- Personnel Authorization Unit Finance Committee.
- GP 12 FL 402 Personnel Authorization Unit Membership Board.
- GP 12 FL 403 Personnel Authorization CAP Awards Review Board.
- GP 12 FL 404 Personnel Authorization Unit Promotion board.
- GP 12 FL 405 Personnel Authorization Teat control Officer.

500 LOGS AND REGISTERS - TAB F

- GP 12 Form 501 Forms Control Register.
- GP 12 Form 502 Personnel Actions Log.
- GP 12 Form 503 Test Material Log.

600 UNIFORMS - TAB G

- GP 12 Form 601- Uniform Information Fact Sheet.
- GP 12 Form 602 Senior Member Basic Uniform Items.
- GP 12 Form 603 Cadet Basic Uniform Items.
- GP 12 Form 604 Measurement Guide Male & Female.
- GP 12 Form 605 Battle Dress Uniform (BDU) size chart, Hat size chart, &

Glove size chart.

GP 12 Form 606 - Size Chart for DPSC Battle Dress Uniform (BDU).

CAP Nat. HQ., Size chart for men and women.

CAP Nat. HQ., Size chart for female pant/skirt.

700 MISCELLANOUS FORMS - TAB H

GP 12 fl 701 - Motor Vehicle Operators Identification Card.

GP 12 FL 702 - Radio Operators Authorization.

800 FILE MAINTENANCE AND RECORDS DISPOSITION - TAB I

GP 12 FL 800-1 Table of Contents.

GP 12 FL 800-2 to 800-5 - General Instructions and Information Letter.

GP 12 FL 800-6 to 800-8 - File Plan.

GP 12 FL 800-9 to 800-14 - File Disposition Instructions Listing.

GP 12 FL 800-15 - File Guide Plan.

GP 12 FL 800-16 - Forms Guide Plan.

GP 12 FL 800-17- File Drawer Guide Plan.